



**DIVISION OF COMMERCIAL LICENSING AND REGULATION
MOBILE AND MANUFACTURED HOME SECTION
233 Richmond Street, Suite 230
Providence, Rhode Island 02903-4231
Telephone (401) 222-2416 Facsimile (401) 222-6654**

September 15, 2003

TO: Mobile and Manufactured Home Park Licensees

SUBJECT: **License Renewals
January 1, 2004 to December 31, 2004**

The renewal application for your mobile and manufactured home park for calendar year 2004 must be completed and returned to the Rhode Island Department of Business Regulation at the above address by November 15, 2003. Please click [here](#) for a copy of the application.

The Department recommends that licensees begin working on the application immediately for November 15th submission since, among other requirements, the application requires licensees to submit certain certifications from various state and/or municipal governmental bodies pursuant to R.I. Gen. Laws § 31-44-1.7(c). **Applications not completed in a timely manner may be subject to sanctions.**

As an aid to licensees to secure said certifications the Department has links to the following:

1. Contact list for information relating to local government.
Municipal services
2. Rhode Island Department of Health
Drinking Water Quality
3. Rhode Island Department of Environmental Management
Licensed ISDS (Individual Sewage Disposal System)
Designers and Soil Evaluators
4. Rhode Island Division of Taxation certification form, must be forwarded by you to the Tax Division after you have filled in the required information.
State Tax Certification Form

The Department has made every effort for these lists/links to be relevant and helpful. However, the lists/links may not be entirely accurate or comprehensive. The lists/links are merely as an aid to licensees. Ultimately it is the responsibility of the licensees seeking renewal to ensure that all appropriate persons, agencies and/or governmental authorities are contacted in a timely manner in order to secure the appropriate certifications for November 15, 2003.

Please note that in those cases where a mobile home park is connected to a municipal water system and/or a municipal sewage system, **a copy of the bill from the billing authority will serve as certification as required by law.**

Kindly make out all checks to this department to the **Rhode Island General Treasurer**. If you have any questions about the renewal process, I may be contacted at (401) 222-2585.

Thomas Broderick, Chief
Public Protection Inspector